**Spreadsheets: Macros**

A macro is used to record a string of commands which you can run at a later stage. The first macro we will create will set the page orientation to landscape it will create a header and footer and add page numbering to our printouts.

Prior to creating a macro, you should think about the sequence of events as a macro records everything that you do from the time you start recording. It will therefore include mistakes if they are made.

**Creating a macro**



* Open up an Excel spreadsheet
* Click on Tools from the menu, choose Macro.
* Click on Record New macro from the next menu (the Record Macro window will appear)
* Enter a Macro name **Pageprint**
* Click on the Store in area and select Personal macro workbook (we want to use this macro for other sheets
* Click on the OK button**.**

**From this point forward, everything you do is being recorded, the status bar may be displaying a recording message.**



Perform the following functions as instructed and they will be recorded in the macro file.

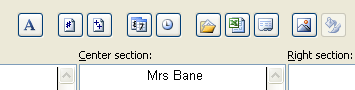
**Page setup to landscape:**

* Click on **File** from the main menu
* Click on **Page setup** from the next menu
* Click on the **Page** tag at the top of the Page Setup window
* Click on **Landscape**

**Page headers:**

* Click on the **Headers and Footers** tag at the top of the Page setup window
* Click on the **Custom Header** button located in the middle of the window
* Click in the **Centre** section and type **Your name and form** into it.
* Select your text and click on the format icon and select the following: Font: Arial, Size 14, Bold = On, Underline = Double
* Click on the OK button to finalize the font format
* Click on the OK button to finalize the header.

Format



Page number

**Page footers:**

* Click onto the **Custom footer** button located in the middle of the window
* If there is text in the center area, delete it
* Go the right area and type **Page** then press the **Space bar** and insert the **page number icon** (see graphic above) which automatically enters page numbers.
* Click on the OK button to finalise the Footer settings
* Click on the OK button to finalise our Page setup.



**Stopping a macro record**

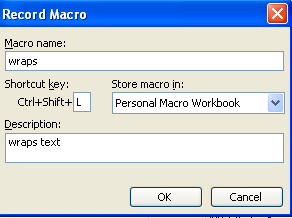
* To stop your macro, click on the stop icon. Your macro is now saved, and can be used any time you wish to use it.
* Open up your spreadsheet – check that your name is visible at the top of your page, and the bottom of your page has the Page and number on it.

**Running a macro on other spreadsheets**

* Open up one of your previous spreadsheets – eg. Lookupexamplesyr1109
* Click on Tools from the main menu bar
* Click on macros from the next menu (the macro window appears)
* Click on the macro name Pageprint to select it
* Click on the Run button.
* Wait for the macro to complete performing (the hourglass will be displayed). Notice that the right page border will move further to the right as the page is widening to landscape.
* Print Preview to see if your macro has worked then close the Print preview.

**Creating a macro and assigning it to a shortcut key**

* Click on Tools, Macros, Record new Macro



* Call your macro name **Wraps**
* Click on the Shortcut keys area and enter the letter **L**
* Store it in the personal Macro Workbook, and put in a description “Wraps text”.
* Click on OK (it is now recording)
* Go to the **Format** Menu
* Click on **Cell** and the **Alignment** tag
* Click on **Wrap Text** in the Text control area
* Click on the **Horizontal** and change to **Centre**
* Click on the **Vertical** and change to **Centre**
* Click on OK
* Click on the Stop recording icon.

**Test:**

* Select a spreadsheet (or create one) that has text overlapping into the next cell.
* Hold down the control key, the shift key and press the L key once and release all keys. Your text should now wrap for you!

**Record a macro to do a task in one step**

Before you record or write a macro, plan the steps and commands you want the macro to perform. If you make a mistake when you record the macro, corrections you make are also recorded. When you record macros, Visual Basic stores each macro in a new module attached to a workbook.

**Working with Macros**

Open up your solution to the Lookupexamples or another solution. This sheet has 5 sheets, Tutorial, example, your turn, artists, grade. There are already some macros that have been created for you on this sheet. We will create additional macros.

Insert a new sheet and call it welcome. We want this sheet to link to each of the other sheets. Each of the other sheets need to link back to the welcome sheet.

The Welcome sheet will contain the links to the other sheets which will have links back to the welcome sheet.

Attractively create the following text on your Welcome Sheet.

Welcome to Wedderburn College Lookup Examples.

1. Following the above instructions record macros which will link to the other sheets.
2. The Welcome sheet will need macros to take you to each of the other sheets. Create these macros.
3. We can use buttons to assign to the Macros.
4. Follow the following steps:
5. In the VIEW menu, click on TOOLBARS and then select FORMS. The Form toolbar will appear on your screen.
6. Find the BUTTON TOOL.
7. Click on the Button Tool and draw a small rectangle.
8. Select the macro that the button will represent, eg, Welcome
9. Highlight the text in the button and type in Welcome
10. Drag the button to an appropriate place on your sheet.
11. Try clicking on the Welcome button and it should take you to the Welcome sheet.
12. Repeat for the remaining macros created.
13. Ensure that the buttons are located in an easy to use position.